



TERM	TERM YEAR	CERTIFICATION BEGINS
Summer		May
Fall		July
Spring		December

VA Enrollment Certification Request

Each semester that you wish to utilize your VA education benefits, please complete and return this form to WSU Military & Veteran Services...

Form must be completed in full. Incomplete forms will not be processed.

Student's Name, myWSU ID, Student's Social Security Number, Student's Phone Number

Have you used VA benefits at WSU before? Yes No If no, please contact WSU Veteran Services for any additional requirements.

Which VA benefits are you using? Ch 33 Post-9/11 Ch 33 TOE Ch 30 Ch 1606 Ch 35 Ch 31

Will you be using Military Tuition Assistance? Federal State None If you are using Military TA with Chapters 33 or 1606, please see page 2 for important information that can affect your education benefits.

Are you requesting Advance Pay? Yes No (Enrollment form must be submitted by July 1 for Fall, and by December 1 for Spring. Ch 33 not eligible.)

Are you currently considered a Non-Kansas Resident by WSU? Yes\* No \*Non-residents must have residency determined prior to certification.

If you are currently considered a Non-Kansas Resident at WSU, but are current Military, Military Spouse/Dependent, or are a Veteran or Spouse/Dependent of a Veteran, please see WSU Office of the Registrar about the Application for Kansas Resident Classification for Current Military Personnel/Spouse/Dependents and Eligible Veterans/Spouse/Dependents.

INFORMATION TO BE COMPLETED BY ACADEMIC ADVISOR

Advisors: Please note that the accurate completion of this information is critical for the student to receive their appropriate Education Benefits through the Department of Veterans Affairs.

The below information must be completed and signed by student's Academic Advisor ONLY.

Is this student a degree-seeking student at Wichita State University? Has the student officially declared his/her major? If yes, list major: Anticipated Graduation Date:

SEMESTER AND CLASSES TO BE CERTIFIED \*check term and enter year

FALL SPRING SUMMER (office use only)

Is the student revising his/her enrollment for the semester? Yes No SCO Certified

SUBJECT COURSE # CREDIT HOURS

Table with columns for Subject, Course #, Credit Hours, Required for Degree, Repeated Class\*, Remedial\*, and Experiential+.

If more space is needed, please attach an additional sheet which includes all necessary information. +Experiential classes (such as practicums, clinicals, internships, student teaching, co-ops, field experience): Advisors must attach documentation of location, including address and zip code, of the physical location for each experiential class.

\* Remedial classes cannot be certified for VA benefit usage if taken in an online or hybrid format. \* Advisor required to provide reason for repeat and/or remedial class(es):

Advisor's Name (Print) Advisor's Signature

Advisor's Email Address Date

\*\*ADVISOR'S SIGNATURE IS REQUIRED FOR SUBMISSION\*\*

## WSU MILITARY & VETERAN SERVICES STUDENT GUIDELINES

*Reminder: It is the student's responsibility to ensure that all necessary forms and documents have been submitted to WSU Veteran Services.*

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
myWSU ID

### SEMESTER AND CLASSES TO BE CERTIFIED <sup>\*check term and enter year</sup>

FALL

SPRING

SUMMER

- VA education benefits are paid based on training time/rate of pursuit, and benefit payment may be adjusted for enrollment that does not equal a full-time courseload spanning the entire semester.
- VA education benefits can only be certified for classes which are required for degree completion. Changes of major after enrollment has been certified for the semester are not permitted.
- Changes in your schedule involving dropping or adding classes, enrolling in classes outside your degree plan, repeating classes, or enrolling in classes that do not span the entire semester can affect your benefits. Failure to report changes may result in an overpayment of your benefits and subsequent repayment.
- The Enrollment Certification Request form ***MUST*** be resubmitted within five days of an enrollment change if any changes are made to your class schedule. Changes may result in a debt owed from the student to the Department of Veterans Affairs (VA) and/or WSU.
- Official documentation must be attached with your Enrollment Certification Request form by your advisor for any experiential classes (such as practicums, clinicals, internships, student teaching, field experience, co-ops) to verify the physical location of each experiential class, including the location's address and zip code. Requests received without appropriate documentation cannot be processed.
- ***For students using Chapter 33 Post-9/11 benefits:*** WSU Veteran Services will certify the net in-state tuition and fee charges for your approved classes with the VA. Any tuition charges with WSU not covered by your education benefit tuition payment from the VA are your responsibility. Tuition-based resources, such as Military Tuition Assistance, must be deducted from the tuition amount certified with the VA. *If you will be using Tuition Assistance, a tuition waiver, scholarships, or any other tuition-paying resource, you must notify Veteran Services prior to your GI Bill certification for the semester.*
- ***For students using Chapters 1606:*** Under regulations from the Department of Defense, students cannot use Federal Military Tuition Assistance (TA) in conjunction with Chapter 1606 MGIB-Selected Reserve. If you submit a request for Education Benefit certification but are using Federal TA for the same term, Veteran Services cannot certify your VA Benefits. *If you are certified under VA Benefits and Veteran Services is made aware of Federal TA usage after VA Benefit certification has been processed, we must terminate your VA Benefit certification, which will result in a debt owed by you to the VA for any VA Benefit payment received for a term in which Federal TA is also used.*
- Classes which are repeated may be certified for repeat if the original grade was punitive (i.e. a failing grade). Classes that have been successfully completed cannot be certified for VA purposes if they are repeated. Academic advisors must indicate on Enrollment Certification Request form if a class is being repeated and give a reason for the repeat. Veteran Services reviews all enrollment to determine VA qualification.
- Remedial classes, if required by test scores, can be certified only if taken on campus. Online or hybrid remedial classes cannot be certified.
- WSU Veteran Services is required to report non-punitive grades, such as W (Withdrawn), to the VA, which may result in a repayment of funds from the student to the VA.
- WSU Veteran Services is required to report grades of I (Incomplete) to the VA. You will have one year to obtain a letter grade for an incomplete or face possible repayment to the VA. If you have received an Incomplete in a class, contact WSU Veteran Services once a grade for the Incomplete is received to ensure proper notification to the VA. Audited classes cannot be certified.
- WSU Veteran Services is required to report academic probation, dismissal, and graduation to the VA.

**My signature indicates I have provided accurate information and agree to comply with all VA and WSU guidelines.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date